



MARICOPA COUNTY SUPERIOR COURT: CIVIL DEPARTMENT

Modified Civil Department Operation during COVID-19 Pandemic

Due to concern for the spread of COVID-19 in the general population, the Governor of the State of Arizona has declared a statewide public health emergency. Accordingly, the Chief Justice of the Supreme Court of the State of Arizona has issued Administrative Order No. 2020-48 and the Presiding Judge of the Arizona State Superior Court located in Maricopa County issued Administrative Order No. 2020-043.

- 1** **Between the dates of March 25, 2020 and April 8, 2020**, with limited exceptions as set forth below, no in-person proceeding will occur in Arizona Superior Court in Maricopa County. The court will continue to hold telephonic hearings and remain available to process all case types and non-appearance proceedings.
- 2** **No new juries will be empaneled through April 17, 2020.**
- 3** **Civil judicial officers** will continue to have access to electronically filed documents, and judicial officers will continue to review, consider, and rule on pleadings. If hearings need to be set or a judicial officer determines that oral argument is appropriate or required, the proceeding will be set presumptively to occur telephonically and you will be provided with a call in-number. If you believe you need an in-person proceeding from March 25, 2020 to April 8, 2020, you must seek and obtain permission from your assigned judicial officer. At this time, judicial officers will determine whether proceedings set after April 8, 2020 will be set to occur in-person or telephonically.
- 4** **Judicial officers** currently assigned to civil calendars may be requested to cover other essential calendars. Therefore, delays in processing your civil rulings may occur.
- 5** **Calls and emails** will be answered; however, many staff members and civil administrative staff are teleworking.
- 6** **Attendance at any permitted in-person event** between the dates of March 25, 2020 and April 8, 2020 is limited to parties, witnesses, and lawyers, who are participating in the hearing or event absent further order of the court.
- 7** **Couriers** will be granted access to the court to drop off copies of documents in division inboxes; however, court personnel will not be providing signature verifications.
- 8** **If you are a court-appointed arbitrator** with a scheduled arbitration, pursuant to Rule 74 of the Arizona Rules of Civil Procedure, you have the authority, upon a finding of good cause, to continue an arbitration to a date later than 120 days after the arbitrator's appointment. Additionally, under Rule 74, the arbitrator may hear motions and testimony by phone.

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- 9 **If you are a judge pro tem** with a deadline to conduct a settlement conference prior to April 17, 2020, an order will issue extending the settlement conference deadline.
 - 10 **The Law Library Resource Center (“LLRC”)** has been restricted to provide services only to individuals seeking protective orders, including injunctions against harassment. If you are seeking an injunction against harassment, instructions will be provided at the filing counter.
 - 11 **Individuals seeking an eviction/forcible detainer** may contact the civil department at 602-506-1497 to request a hearing date. Only eviction/forcible detainer hearings alleging an irreparable and immediate breach will be heard from March 25, 2020 to April 8, 2020.
 - 12 **Any debtor requesting a hearing on a writ of garnishment** may file an “Emergency Request for Hearing.” The debtor must deliver a conformed copy of the Emergency Request for Hearing to Civil Court Drop Box located at the Central Court Building at 201 West Jefferson, Phoenix, Arizona 85003, the Southeast Regional Facility at 222 East Javelina Avenue, Mesa, Arizona 85210, or the Northeast Regional Facility at 18380 North 40th Street #130, Phoenix, Arizona 85032 for the request to be reviewed and ruled upon. The debtor may contact the civil department at 602-506-1497 to request a telephonic hearing date.
 - 13 **If you have a default judgment packet**, you may place it in the Civil Court Drop Box located at the Central Court Building at located at 201 West Jefferson, Phoenix, Arizona 85003, the Southeast Regional Facility at 222 East Javelina Avenue, Mesa, Arizona 85210, or the Northeast Regional Facility at 18380 North 40th Street #130, Phoenix, Arizona 85032. Alternatively, you can mail the default packet to the assigned commissioner’s division.
 - 14 **Hearings for excess proceeds and name changes** will be vacated during the time from March 25, 2020 to April 8, 2020. Hearings for excess proceeds and name changes set after April 8, 2020 may be reset to ensure appropriate social distancing or the hearing may be converted to a telephonic or video hearing.
 - 15 **Any application for temporary restraining order/preliminary injunction** filed will be reviewed and orders issued. In addition to filing an application for temporary restraining order/preliminary injunction with the Clerk of Court, the pleadings, attachments, and proposed form of order must be emailed to the assigned judicial division with a copy emailed to civilemergencies@jbazmc.maricopa.gov. Any return hearing or evidentiary hearing will be held with parties appearing by video or telephone absent further order of the court.
 - 16 **Any judgment creditor seeking a judgment** against a garnishee or an order of continuing lien in a transcript of judgment case, i.e., a “TJ” case, must deliver a garnishment packet to the Civil Court Drop Box located at the Central Court Building at 201 West Jefferson, Phoenix, Arizona 85003, the Southeast Regional Facility at 222 East Javelina Avenue, Mesa, Arizona 85210, or the Northeast Regional Facility at 18380 North 40th Street #130, Phoenix, Arizona 85032 for the request to be reviewed and ruled upon.

17 Any request for restriction of marriage record must be delivered to the Civil Court Drop Box located at the Central Court Building at 201 West Jefferson, Phoenix, Arizona 85003, the Southeast Regional Facility at 222 East Javelina Avenue, Mesa, Arizona 85210, or the Northeast Regional Facility at 18380 North 40th Street #130, Phoenix, Arizona 85032 for the request to be reviewed and ruled upon.

18 Any request for a fee deferral or waiver not granted by the Special Commissioner must be delivered to the Civil Court Drop Box located at the Central Court Building at 201 West Jefferson, Phoenix, Arizona 85003, the Southeast Regional Facility at 222 East Javelina Avenue, Mesa, Arizona 85210, or the Northeast Regional Facility at 18380 North 40th Street #130, Phoenix, Arizona 85032 for the request to be reviewed and ruled upon.

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